



SiteWorks sample output

Weekly owner evidence pack.

Project: 43 Friends Road - private refurbishment / redacted sample

Prepared for: Owner, adviser or private office

Prepared by: L. S. Severus & Co. Limited - SiteWorks Private Works Control

Principal: Évian Phillipe Cafun, Founder & Director

Record type: Owner-side visibility record. This sample is illustrative and redacted.

Position	Owner-side record layer
Buyer	Owner, adviser, private office or family-office representative
Output	Weekly evidence pack, issue register, decision register and export archive
Boundary	Does not replace contractor, architect, QS, project manager, statutory dutyholder or competent professional advice

Control statement

The dashboard is not the deliverable. The controlled record is. SiteWorks converts site access, acknowledgements, notes, photographs, open issues and owner decisions into a forwardable weekly record.

No client names, occupant details, live photographs, supplier contacts or personal data are included in this redacted sample.

1. Report control

Field	Redacted sample value
Project reference	SW-43FR-[REDACTED]
Project	43 Friends Road - private refurbishment
Reporting period	Week ending Friday [redacted]
Distribution	Owner / adviser / private-office recipient list
Prepared by	L. S. Severus & Co. Limited
Principal	Évian Phillipe Cafun, Founder & Director
Record status	Issued for owner-side visibility

2. Executive summary

Area	Summary	Status
Progress	Internal preparation and staged close-out items recorded. Site attendance captured through the gateway.	Active
Blockers	One owner decision and one access sequence remain open. No unclassified site images retained in the pack.	Action
Evidence	Photographs indexed by date, location, category and linked item. Redacted placeholders used in this sample.	Filed
Next focus	Confirm decision, close access item, continue attendance capture and update issue register.	7 days

3. Current control sheet

Record area	Current item	Status
Attendance	Gateway check-in ledger for contractors, advisers and visitors.	Recorded
Acknowledgements	Site rules and risk acknowledgement presented where appropriate.	Captured
Evidence	Photo sets attached to date, location and issue reference.	Review
Issues	Open blockers and owner/adviser actions logged.	Open
Decisions	Requested decisions, due dates and outcomes tracked.	Pending
Reporting	Weekly owner evidence pack prepared and archived.	Issued

4. Attendance and acknowledgement summary

Date	Attendance record	Acknowledgement position
Monday	Contractor attendance captured through SiteWorks Gateway. Names redacted in this sample.	Site rules acknowledged.
Tuesday	Trade attendance and adviser visit recorded. Organisation names redacted.	Risk acknowledgement captured where applicable.
Wednesday	Reduced attendance due to access constraint.	Access exception logged.
Thursday	Site activity resumed; issue notes added by operator.	Records complete.
Friday	Evidence review and weekly pack preparation.	Report issued and archived.

5. Ledger extract

Ref	Record	Redaction
AT-001	Contractor attendance record - date/time retained, names removed.	Personal names removed.
AK-002	Site acknowledgement presented and confirmed.	Signature data removed.
EV-003	Photo set linked to internal works issue.	Image replaced by placeholder.
NT-004	Access constraint noted and classified.	Occupant detail removed.

6. Open issue register

Ref	Issue	Owner/adviser action	Status
IS-014	Access sequence requires confirmation before next trade visit.	Confirm permitted date window.	Open
IS-019	Material decision unresolved for close-out item.	Owner/adviser decision required.	Pending
IS-022	Evidence photo set awaiting classification.	Operator review and index.	Review

7. Decision register

Decision	Requested by	Due	Outcome
Confirm sequence for access-dependent works.	Project adviser	[redacted]	Pending
Approve close-out priority for owner-visible area.	LSS / SiteWorks operator	[redacted]	Pending

8. Evidence index

Ref	Evidence type	Linked item	Archive position
EV-003	Photograph set - redacted placeholder	IS-022	Filed in project evidence vault
EV-006	Gateway attendance export	AT-001	Filed in weekly pack archive
EV-011	Note extract	IS-014	Filed with access sequence item

9. Data, access and governance position

Area	Position
Transparency	SiteWorks should be disclosed to contractors, consultants and visitors before use.
Purpose	Records are captured for defined project-control, reporting and archive purposes.
Access	Access is role-based and limited to relevant project stakeholders.
Retention	Retention and archive/export are agreed per deployment.
Professional boundary	SiteWorks supports evidence management. It does not replace statutory dutyholders, legal advice, building-control approval or competent professional advice.

10. Next seven-day control focus

Focus	Action
Owner decision	Confirm outstanding access and material decisions.
Issue closure	Close or escalate IS-014 and IS-019.
Evidence	Classify EV-003 and retain only required project records.
Reporting	Issue next weekly pack and preserve export archive.

Sample limitation

This redacted sample is for demonstration only. It is not a statutory certificate, legal advice, construction certification, building-control approval, contractor instruction or replacement for professional judgement.

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